

## Additional tools

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Some additional tools are available when you right-click on an image or drawing object and open the context menu.

### Description

You can add metadata in the form of a title and description to an image. This information is used by accessibility tools (such as screen reader software) and as ALT (alternative text) attributes if you export the document to HTML.

### Name

You can add a custom name to be assigned to an image; this will make the image easier to find in the Navigator. Also, assigning names to images helps identify them when teams of people are working on the same multi-page spreadsheet.

### Rotate or Flip

You can rotate the image or flip it horizontally or vertically.

### Assign Macro

Opens the Assign Macro dialog so you can add programmable functionality to the graphic. Calc has a very good macro functionality. For more information, see Chapter 12, Macros.

### Edit Hyperlink

You can define a hyperlink from an image to another location in your spreadsheet, another document, or a web page. Select **Edit Hyperlink** in the context menu to open the Hyperlink dialog. See Chapter 10, Linking Data, for more information on hyperlinks.

### Compress

You can compress images to reduce the file size of the spreadsheet. Select **Compress** in the context menu to open a Compress Image dialog where you can set the compression options. (Option not available for drawing objects.)

### Edit with External Tool

You can edit an image with an external tool. The dialog that opens will depend on your computer setup. (Option not available for drawing objects.)

## Using Fontwork

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With Fontwork, you can create graphical text art objects to make your work more attractive. There are many different settings for text art objects (line, area, position, size, and more), so you have a large choice.

Fontwork is available with each component of LibreOffice, but you will notice small differences in the way that each component displays it.

### Creating a Fontwork object

- 1) On the Fontwork toolbar (**View > Toolbars > Fontwork**, see Figure 190) or the Drawing toolbar (**View > Toolbars > Drawing**), click the **Insert Fontwork Text** icon.



Figure 190: Fontwork toolbar

- 2) In the Fontwork Gallery (Figure 191), select a Fontwork style, then click **OK**. The Fontwork object will appear in the document.
- 3) Double-click the object to edit the Fontwork text (Figure 192). Select the text and type your own text in place of the black Fontwork text that appears over the object.
- 4) Click anywhere in a free space or press *Esc* to apply your changes.